

STATE OF ARIZONA
Division of Military Affairs
5636 East McDowell Road
Phoenix, Arizona 85008-3495
15 April 2000

DEMA DIRECTIVE 600-12

Personnel - General

ARIZONA NATIONAL GUARD FAMILY READINESS PROGRAM

Summary. This directive provides policy and administrative instructions concerning the Arizona Army and Air National Guard Family Readiness Program. This directive establishes policy, procedures, and responsibilities for developing and maintaining a viable Family Readiness Program.

Applicability. This regulation applies to volunteers and personnel assigned to the Arizona Army and Air National Guard. The proponent of this regulation is the Family Readiness Office (AZAA-PRF). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Mobilization Status. This publication is not applicable during a full mobilization.

Internal Control System. This directive is subject to the requirements of AR 11-2.

Supplementation. Supplementation of the regulation is prohibited without the approval from Chief of Staff (AZAA-CS).

Suggested Improvements. The proponent of this regulation is the Family Readiness Office (AZAA-PRF). Users may send comments and suggested improvements to Military Department of Arizona, ATTN: AZAA-PRF, 5636 East McDowell Road, Phoenix, Arizona 85008-3495.

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CHAPTER 1

GENERAL

1.0 PURPOSE. The purpose of this directive is to establish policies and responsibilities for developing and maintaining a viable Family Readiness Program for the Arizona Army and Air National Guard.

1.1 SCOPE. This regulation is applicable to all Arizona National Guard (AZNG) units and their Family Readiness Group (FRG) members.

1.2 OBJECTIVES. The objectives of the AZNG Family Readiness Program are:

- a. To establish a means for opening communication between the families of AZNG personnel.
- b. To improve family awareness of the organization of the local AZNG unit, its missions, and activities.
- c. To develop family support networks through which families can mutually support the unit and each other.
- d. To make families aware of the existence and nature of benefits and entitlements both in inactive status and upon state and federal active duty mobilization.
- e. To encourage family members to participate in unit social, recreational, and ceremonial activities.
- f. To develop programs that improves the quality of life for the Guard member and his/her family.
- g. To provide policy and guidance to commanders concerning Family Readiness in peacetime and in the event of mobilization.
- h. To provide essential services to military families upon mobilization in designated Family Assistance Centers (army guard units) or mobility lines (air guard units).

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1.3 EQUAL OPPORTUNITY. The AZNG Family Readiness Program will be free of discrimination based on race, color, national origin, religious affiliation, sex, age, or handicap. Family members who believe they have been subject to discrimination, in military related matters, are urged to contact the State Family Readiness Coordinator (SFRC) or Human Relations/Equal Opportunity Offices to pursue appropriate recourse.

CHAPTER 2

RESPONSIBILITIES

2.0 The Chief of Staff, both Army and Air National Guard, will:

- a. Provide program guidance and monitor the AZNG Family Readiness Program.
- b. Identify fiscal and manpower resource requirements for the Family Readiness Program.
- c. Encourage command support of the Family Readiness Program at all levels.
- d. Ensure compliance with NGR 600-12 (National Guard Family Program) and this directive.

2.1 STATE FAMILY READINESS COORDINATOR. The SFRC will exercise oversight responsibility for the AZNG Family Readiness Program. The SFRC will:

- a. Coordinate the development of the AZNG Family Readiness Program.
- b. Identify and disseminate information and resource requirements to support the State Family Readiness Program.
- c. Serve as liaison with military and civilian agencies involved in resourcing and supporting the State Family Readiness Program.
- d. Evaluate family needs and concerns as identified through command channels, retention personnel and family member input.
- e. Assist with the selection of candidates to serve on the Arizona Family Readiness/Programs Advisory Council (AZFRPAC) and coordinate and maintain the functions of the AZFRPAC.
- f. Help units coordinate public/community awareness of the Family Readiness Program through public affairs and local command channels.
- g. Help update, staff, and coordinate Family Readiness Program planning for military families in Arizona in peacetime and in the event of mobilization.
- h. Comply with National Guard Bureau suspense dates.

- i. Serve as liaison officer to the Arizona National Guard Family Readiness Groups.

2.2 ARIZONA FAMILY READINESS/PROGRAMS ADVISORY COUNCIL (AZFRPAC).

The AZFRPAC is an action committee appointed by the Adjutant General with recommendation from the SFRC, which meets semi-annually or more often as necessary to represent military families and FRGs in their units.

- a. The AZFRPAC is comprised of volunteers representing spouses, friends, retirees and supporters of the Arizona National Guard.

- b. Responsibilities of the AZFRPAC members include:

- (1) Recommending family readiness policy and assisting in giving guidance to the SFRC.

- (2) Serving as liaisons between the SFRC, Commanders and AZNG FRGs.

- (3) Identifying family readiness training and resource requirements within the FRGs and the state program and assisting in accomplishing training needs.

- (4) Keeping informed of FRG activities throughout the AZNG.

- (5) Attending scheduled AZFRPAC meetings.

- (6) Serving as a representative of the State Family Readiness Program Office at unit activities or major command.

2.3 STRENGTH MANAGEMENT (SM) NCOs/RECRUITING OFFICE MANAGERS (ROMs). SM NCOs with the Army National Guard and ROMs with the Air National Guard are responsible in the AZNG Family Readiness Program to:

- a. Train military and family members on Family Readiness issues.

- b. Maintain close contact with unit FRGs.

- c. Provide unit information systems, facilities, and resources to unit FRGs.

- d. Maintain regular contact with the SFRC concerning activities, needs, and problems of unit FRGs.

- e. Investigate personnel losses related to family issues.

f. Staff Family Assistance Centers upon state and federal active duty mobilization (army guard).

g. Staff unit mobility lines upon state and federal active duty mobilization (air guard).

h. ROM's are required to complete and forward National Guard Bureau Quarterly budget Reports NLT 7 days after the end of the quarter, to the SFRC.

2.4 COMMANDERS. Command support is essential for the success and advancement of the AZNG Family Readiness Program. Commanders at all levels will:

a. Implement the AZNG Family Readiness Program and insure the organization of individual unit FRGs.

b. Ensure family members have access to entitlements.

c. Emphasize the importance of the family in unit activities and actively support Guard and family member participation in activities sponsored under the AZNG Family Readiness Program.

d. Facilitate the election of FRG officers to include as a minimum Chairperson, Secretary and Treasurer.

e. Appoint a full time unit member, (Air Guard Only) (Army may appoint a traditional guardsman, **however not recommended**) in the rank of E-6 or above, to serve as the unit Family Readiness Military Point of Contact (MPOC). The MPOC are to act as the commander's representative for the unit FRG. Geographically separated Detachments are authorized to establish separate FRGs and may appoint a full time unit Family Readiness Military Point of Contact (POC) in the rank of E-6 or above. It is highly recommended that unit commanders also appoint an officer the additional duty of unit Family Readiness Officer. Units are required to furnish copies of the official appointment orders to the SFRC in the format shown in Annex A.

f. Facilitate use of unit resources, supplies, and equipment, including official postage, telephone, and military facility use, for official business of the FRG. Since the FRG is an authorized function of the AZNG, the use of armories by FRGs is authorized without rental costs or liability insurance (coordinated with Military facility Manager for State Law requirements).

g. Institute and conduct a minimum of one Family Readiness Information Briefing per year for unit and family members (FORSCOM 500-3-3).

2.5 AZNG UNIT MEMBERS. Each member of the AZNG will be responsible to:

- a. Provide the unit with information concerning the status of their family.
- b. Keep appropriate mobilization documents and required emergency data updated in unit personnel files (FORSCOM 500-3-3, Individual Mobilization Readiness Record).
- c. Disseminate unit information to their families in support of the unit FRG and the AZNG Family Readiness Program.

CHAPTER 3

EDUCATION AND ORIENTATION

3.0 INTRODUCTION. An understanding of information about the AZNG is the most frequently expressed need of Guard families. A well-informed family is committed to and supportive of the Guard member. Lack of information creates confusion, anxiety, conflict, and discontentment with the National Guard life-style, which may affect retention. The AZNG Family Readiness Program benefits both recruiting and retention by enhancing unit strength, unit effectiveness and mobilization potential. Educating our families is the foundation and framework for promoting quality of life for citizen soldier and airman families in the AZNG.

3.1 FAMILY ORIENTATIONS.

a. Family problems associated with membership in the AZNG can be greatly reduced if families are properly informed. Commanders should offer AZNG families the opportunity to participate in group or individual orientation briefings concerning the unit, its mission, and the role of the AZNG within six months of the Guard member's assignment or within three months after return to the unit from Initial Active Duty for Training. This orientation will be offered to the family members of personnel enlisted, appointed, or transferred into the unit, and new families of currently assigned personnel. Commanders should include published Family Readiness information in a new accession packet for soldiers and airmen to take home to family members.

b. Commanders are encouraged to provide the orientation during initial in processing of the Guard member. Group sponsored orientations and Open House activities should include those existing family members who have never or not recently had an orientation.

c. Each unit is encouraged to publish a monthly newsletter to be mailed to each member's home. Newsletters should provide information relating to upcoming unit events, training requirements, family briefings, FRG activities, etc. It is further recommended that space and/or inserts are provided in unit newsletters for FRG sponsored activities. Commanders are encouraged to assist FRGs in publishing FRG newsletters by providing mailing lists, postage, etc. Commanders are also encouraged to establish FRG websites.

3.2 FAMILY SPONSORSHIP. Commanders should facilitate the establishment of a voluntary Family Sponsorship Program. As with the Guard member, the family's first impression of the unit can have a lasting impact on that family's attitude and long range support of the Guard member's career. A program where more seasoned Guard families assist and befriend incoming family members provides invaluable information, support, and encouragement to both the Guard member and his/her family. It is also an excellent demonstration of caring which could significantly decrease the anxiety associated with separations during drills, annual training, extended school periods, or mobilization. As a minimum, the following items and subjects should be included in the process of family sponsorship:

- a. Orientation to the military facility, key personnel, and unit telephone numbers.
- b. Explanations of the benefits associated with membership in the AZNG. Unit Open House activities provide valuable opportunities to orient new Guard families.
- c. Encouragement to participate in unit activities relating to the family.

3.3 TRAINING WORKSHOPS. Family Readiness Program Training Workshops sponsored by the State Family Readiness Program Office will be conducted upon request and within the fiscal availability of Family Readiness Program funds. The training workshops include:

- a. Goals of the State Family Readiness Program and the unit FRG.
- b. Updates of the AZNG Family Readiness Program's activities and upcoming events.
- c. Maintenance of unit FRGs.
- d. Recruitment of new family members to participate in FRG functions and unit affairs.
- e. Resources and key personnel available to FRGs.
- f. Volunteer management. Invitational Travel Orders (ITOs) for selected family members (see paragraph 3-5) will be issued by the State Family Readiness Program Office to attend training workshops. Guard members, though not entitled to ITOs, are strongly encouraged to participate.

3.4 INVITATIONAL TRAVEL ORDERS (**Army**). The State Family Readiness Program Office using Family Readiness Program funds for selected volunteers' issues ITOs. These volunteers should actively contribute to the development of the Family Readiness Program to attend command-approved functions relating to the AZNG Family Readiness Program. Through ITOs, family members are entitled to reimbursement of mileage to and from home of residence and a per diem allowance. Travel vouchers (DD Forms 1351-2) must be completed and forwarded through the State Family Readiness Program Office for processing. AZFAC members are authorized ITOs for coordination or consultation visits to area FRGs.

3.5 INVITATIONAL TRAVEL ORDERS (**Air**) ITOs are issued by the Base Commander using Family Readiness Program funds for selected volunteers, using the same guidance as listed in paragraph 3-5 above.

CHAPTER 4

FAMILY READINESS GROUP MEMBERSHIP

4.0 INTRODUCTION.

a. Throughout the AZNG, military and civilian personnel are available to provide information and assistance to Guard members and their families. Not knowing whom to contact for needed information can be confusing and intimidating for family members. The unit FRG serves as an important communication link between the commander and unit families.

b. Commanders should consider the FRG as part of his/her special staff. Family communication channels have proved to be vital in the retention and well being of unit Guard and family members. The FRG is the cornerstone of family member knowledge of and involvement in unit activities during peacetime, upon mobilization, and during and after deployment.

c. The FRG is a program for spouses, families, friends, and significant others and should be managed by volunteers with command approval and support. While each AZNG unit is required to establish a FRG, membership and participation of family members is strictly voluntary. Commanders will make every effort possible to form productive, successful FRGs. The AZNG Family Readiness Handbooks is essential information to accomplish this task.

4.1 OBJECTIVES. The objectives of the Family Readiness Group are:

- c. To develop Family Readiness networks in which unit families mutually support each other.
- c. To provide a communication network between unit volunteers, family members, friends, and significant others. See annex D for a sample telephone tree.
- c. To improve family awareness of the unit, its missions, and activities.
- d. To prepare families in the event of mobilization and deployment. See annex B for a sample unit FRG quarterly report.

4.2 ORGANIZATION. Membership can include the Guard member's spouse, family, significant others, friends, employers, retirees or anyone with an active interest in the unit. The Guard member is also encouraged to participate in the operation of the group. The senior full-time person in the unit, along with the unit Family Readiness Military Point of Contact (see

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paragraph 2-4e.) will assist the group with military facilities, equipment, and use of supplies for official FRG activities.

4.3 UNIT SUPPORT FOR FAMILY READINESS GROUPS. Commanders are **authorized** to provide the unit FRG with:

c. Office space, including desk and supplies such as use of copiers, official telephone lines, stationary, typewriters, and computers (Army Regulation 608-1, paragraph 4-4a).

c. Use of military facilities for FRG meetings, activities, and official Family Readiness Program functions.

c. Postage and mail supplies for official correspondence (Army Regulation 340-3, paragraph 3-2 and 3-3).

d. Bus support, if available, must be coordinated through the Directorate of Plans, Operations and Training Office (Army Regulation 58-1, paragraph 5-5).

e. Office space and furniture in military facilities is extremely limited. Authorization to use these facilities should be acquired in advance. FRG use of military facilities for meetings, activities, and official functions are considered official AZNG functions but cannot interfere with other official unit operations.

f. FRGs desiring to involve community/special interests in fund-raisers and other official activities must receive prior approval from the unit commander.

g. A unit roster (Telephone Tree) which consists of updated names, addresses, and telephone numbers of all soldiers and their families within the unit, provided the unit and the FRG comply with the requirements of Department of Army Pamphlet 608-47, paragraph 3-2. A sample format is in Annex D.

4.4 UNIT REPORTING SYSTEM. To properly evaluate the progress and success of the AZNG Family Readiness Program, the State Family Readiness Program Office maintains files for each unit FRG. Commanders will forward the following report and orders to the SFRC, ATTN: AZAA-PRF.

a. Semi-Annual Report. Family Readiness Military Point's of Contact will submit a semi-annual report, at the end of each September and April, illustrating activities and accomplishments of the unit FRG. Format for the report is in Annex B.

b. Family Readiness NCO/Officer Military Point of Contact Appointment Orders.

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Commanders will furnish the SFRC with a copy of their unit appointment orders for the FRG (Annex A).

c. Unit commander will submit Approval and Appointment of Family Readiness Group Organization memorandum to the SFRC as changes occur and/or elections are conducted. See Annex C for a sample format. In addition an update to the semi-annual report will be submitted indicating **changes only** to a previously submitted report.

CHAPTER 5

VOLUNTEER RECOGNITION

5.0 INTRODUCTION. Recognition of outstanding and dedicated service toward the advancement of the AZNG Family Readiness Program and unit FRGs will be honored. Valuable time and energy of family members, Guard members, and committed individuals must be identified and properly credited. Therefore, an awards program to recognize such individuals is both encouraged and strongly recommended for used by unit commanders of Army and Air Guard units.

5.1 STATE AWARDS. The following state awards are authorized for FRG volunteers per Arizona Army National Guard Pamphlet 672-5, Awards and Decorations.

- a. Arizona Distinguished Service Medal.
- b. Arizona Meritorious Service Medal.
- c. To Be Determined – Service Award.

5.2 UNIT AWARDS. Requests for unit issued certificates/awards will be forwarded to the commander for consideration. Unit awards could include certificates of appreciation, trophies and plaques. Commanders can also use unit formations for the volunteer recognition ceremonies. Unit commanders and SM NCOs/ROMs can obtain award certificates through the State Family Readiness Coordinator. They will be awarded at the discretion of the unit commander. Unit certificates should be awarded to individuals, groups, or committees who enhance the productivity of the unit Family Readiness Group. Some examples meriting a Family Readiness unit award are:

- c. Outstanding, comprehensive FRG newsletters.
- c. Successful fund-raisers.
- d. Effective family sponsorship programs.
- e. Organizing the establishment of the unit Family Readiness Group.

- f. Assisting in the coordination of unit family activities.
- g. Other areas as identified by the commander.

CHAPTER 6

UNIT FRG NON-APPROPRIATED FUNDS MANAGEMENT

6.1 Purpose of Non-Appropriated Funds are to conduct unit programs, activities, and training for unit family members to prepare them for times of separation due to deployments/mobilization.

6.2 Unit Family Readiness Group Non-Appropriated Fund Management shall be in accordance with the Arizona National Guard Family Readiness Program – Treasurers Handbook.

BY ORDER OF THE GOVERNOR:

Copy only Original Signed
DAVID P. RATACZAK
Major General, AZ ARNG
The Adjutant General

BRUCE R. BODIN
COL, GS, AZ ARNG
Chief of Staff

DISTRIBUTION:
A (-OMS), B, C, D, E, F
AZAA-PRF (100)

**ANNEX A (APPOINTMENT ORDERS) to DEMA Directive 600-12 (ARIZONA
NATIONAL GUARD FAMILY READINESS PROGRAM)**

UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Appointment of Family Readiness NCO/Officer Military Point of Contact

1. The following individuals are APPOINTED as follows:

SMITH, GARY G. CPT 111-11-1111 HHB 1st Bn 180th Field Artillery

Appointed as: Family Readiness NCO/Officer Military Point of Contact

Authority: DEMA Directive 600-12

Effective Date: 1 December 1999

Period: 1 December 2000 or unless relieved by proper authority

Purpose: To train and assist Family Readiness Groups on the Family Program

CENTRAL, WILLIAM P. MSgt 111-11-1111 HHB 1st Bn 163rd Field Artillery

Appointed as: Unit Family Readiness NCO/Officer Military Point of Contact

Special Instructions: Become thoroughly familiar with DEMA Directive 600-12, and other related material on the AZNG Family Readiness Program

Note: Reference Period: The minimum period is one year unless changed by Cdr. Period is renewable base upon favorable performance evaluation.

COMMANDER'S SIGNATURE BLOCK

DISTRIBUTION:

- 1 - Individual
- 1 - (All subordinate units/FRG Leadership)
- 1 - TAG-AZ, ATTN: AZAA-PRF
- 1 - Bulletin Board

**ANNEX B (FAMILY READINESS GROUP SEMI-ANNUAL REPORT) to DEMA
 Directive 600-12 (ARIZONA NATIONAL GUARD FAMILY READINESS PROGRAM)**

YEAR		APRIL		UNIT	
SEPTEMBER			LOCATION		

Unit FAMILY READINESS NCO	
Unit FAMILY READINESS OFF	
COMMANDER	
CDR'S ADDRESS	

Does your UNIT or FAMILY READINESS GROUP have:

	YES	NO		YES	NO
FAMILY ORIENTATION PROGRAM			FAMILY SPONSORSHIP PROGRAM		
FUND RAISING EVENTS			FAMILY READINESS GROUP FUND		
FAMILY READINESS GROUP TRAINING			UNIT FAMILY DAY		
UNIT OPEN HOUSE			UNIT HOLIDAY PARTIES		
FRG INFO IN UNIT NEWSLETTER			FRG MOBILIZATION EXERCISES		
ANY AWARDS ISSUED TO FRG MEMBERS					

When is your next Family Readiness Information Briefing scheduled?
How many unit Airmen/Soldiers require Family Care Plans?
What and when are upcoming events scheduled by your Family Readiness Group?
Does your unit or FRG require any assistance from the State Family Readiness Coordinator or Branch? If so, please list needed assistance and when required.

FAMILY READINESS GROUP LEADERSHIP *(includes address, city, zip, and home/work telephone for each)*

CHAIRPERSON	
VICE CHAIRPERSON	
TREASURER	
SECRETARY	
COMMITTEE CHAIRPERSON(S)	

ANNEX C (APPROVAL AND APPOINTMENT OF FAMILY READINESS GROUP ORGANIZATION) to DEMA Directive 600-12 (ARIZONA NATIONAL GUARD FAMILY READINESS PROGRAM)

UNIT LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM FOR COMMANDER, MACOM, Address

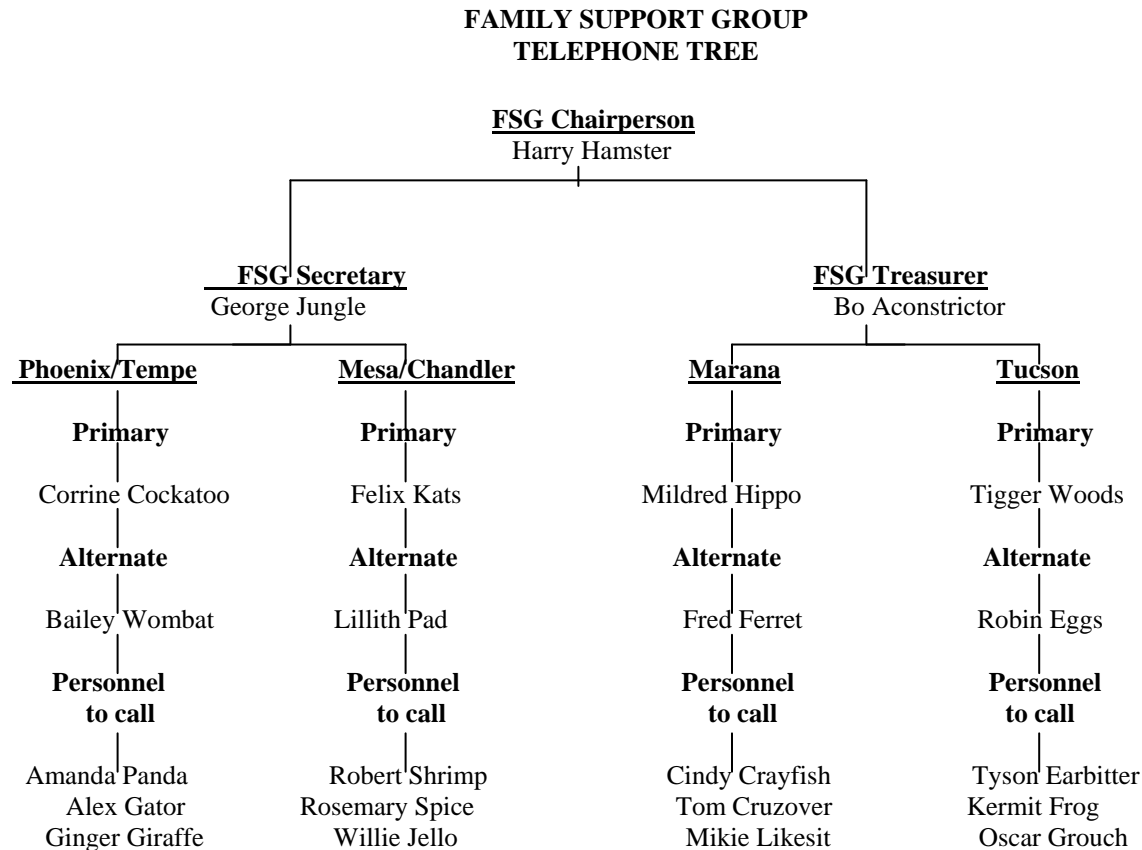
SUBJECT: Approval and Appointment of Family Readiness Group Organization

1. This is to give approval for the HHB 1st Bn 180th Field Artillery Family Readiness Group to operate and function as part of my staff, and to provide support to the airmen/soldiers and families of this unit.
2. Mrs. Mary Jones, 111-11-1111, is appointed as the Family Readiness Group Chairperson for this unit.
3. Mrs. Kate Smith, 111-11-1111, is appointed as the Family Readiness Group Vice-Chairperson for this unit.
4. Mr. Cleotus Jenkins, 111-11-1111, is appointed as the Family Readiness Group Secretary for this unit.
5. Mrs. Audrey Downing, 111-11-1111, is appointed as the Family Readiness Group Treasurer for this unit.
6. The Family Readiness Group Fund must be in compliance with Army Regulation 210-10, paragraph 2-2.
7. This memorandum will expire at the end of the term of elected service of the above elected volunteers.

COMMANDER'S SIGNATURE BLOCK

CF:
Mrs. Jones
Mrs. Smith
Mr. Jenkins
Mrs. Downing
Next Higher Command
TAG-AZ, ATTN: AZAA-PRF
Bulletin Board

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ANNEX D (SAMPLE TELEPHONE TREE) to DEMA Directive 600-12 (ARIZONA NATIONAL GUARD FAMILY READINESS PROGRAM)

1. Mr. Harry Hamster will notify the FSG Secretary, FSG Treasurer. The FSG Secretary and FSG Treasurer will then each notify the primary individuals listed above. If the primary cannot be reached the Alternate will be notified and be responsible for contacting assigned personnel.

2. If Harry Hamster is not present George Jungle will contact the FSG Secretary and the Primary or Alternate, if Primary cannot be reached.

3. The Primary or Alternate will report to Harry Hamster or George Jungle every hour on the Family Readiness Group members contacted.

4. This roster is for **official use only** within this establishment and, except as required by law, will not be furnished to any commercial enterprise, company, or representative, nor any organization or agency outside the Family Support Group.

EFFECTIVE DATE: 15 March, 2000

NOTE: Attach a sheet(s) with names addresses and phone numbers